

KITCHEN FOR EVERYONE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

Charity Registration No. 1187225

KITCHEN FOR EVERYONE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Julie Rebbeck	Appointed 1 January 2020
	Michael Fletcher	Appointed 1 January 2020
	Danielle Parker-Rankine	Appointed 1 January 2020, resigned 1 December 2023
	Sharron Fenny	Appointed 1 January 2020, resigned 1 May 2023
	Marie Mortimer	Appointed 1 January 2020, resigned 1 December 2023
	Sarah Duncan	Appointed 5 October 2022, resigned March 2024
	Sarah Robinson	Appointed 19 March 2024
	Gemma McKay	Appointed 7 Oct 2024
Charity number	1187225	
Principal address	4 Orchard Way York YO24 2NU	
Independent examiner	Hunter Gee Holroyd Club Chambers Museum Street York YO1 7DN	
Bankers	Lloyds Bank plc 2 Pavement York YO1 9UP	

KITCHEN FOR EVERYONE

CONTENTS

	Page
Trustees' report	1 - 4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 - 11

KITCHEN FOR EVERYONE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees present their annual report and financial statements for the year ended 31 December 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objects are to support the needs of homeless people, including rough sleepers and those that live in hostels, and other vulnerable individuals in York and the surrounding areas, particularly but not exclusively, by the provision of essential items, support and advice.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

During 2023, KEY has been able to continue its Sunday breakfast and twice weekly outreach services. It was also able to re-establish a Wednesday evening meal service from August 2023.

KEY was also able to provide a Christmas dinner to its service users.

KEY also continued to provide access to a dental service. Through Dent Aid, KEY funds a mobile dentist for homeless individuals.

Achievements and performance

Twice weekly outreach service throughout the year.

Sunday morning breakfast service throughout the year and Wednesday evening meal service from August

Christmas dinner provided.

During the summer of 2023 KEY provided food parcels for struggling parents at two schools in York

KEY's Easter appeal raised over £300 which was used to buy gift cards for service users to use at a hot food retailer.

Any surplus stock provided through donations was donated to local community run foodbanks.

Financial review

The charity's income for the year was £18,908 (2022 £20,008) of which £16,508 was personal donations and £2,400 from company donations.

Total expenditure for the year was £23,234 (2022 £15,270) of which the main cost was food expenses of £4,614. The Net Deficit for the year was £4,326 with total funds held of £33,316 at the year end. These were all unrestricted funds.

KITCHEN FOR EVERYONE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

Cash Reserve Coverage

KEY's cash reserve will be used to cover both known expenditure and potential expenses not covered by restricted funds e.g. those funds ringfenced for specific activities. Examples of where funds from the cash reserve may be used include:

- An unexpected drop in regular income e.g. a reduction in sponsorship or donations.
- An unexpected increase in outgoings e.g. a significant increase in rent.
- A short-term funding measure e.g. payments required to be made in advance of a grant payment being received.
- Significant rise in costs due to increase in users requiring access to services.

Cash Reserve Level

Cash reserve will be specified at two levels:

Designated funds – known expenditure

Unrestricted funds – contingency funds for unknown future items of expenditure

Designated Funds

Designated funds are required to be kept in reserve to cover ongoing running costs. The following areas of expenditure will be covered:

Rent for Central Methodist Church	- £7,800pa (two sessions pw at £75 per session)
Rent for storage unit	- £1,500pa
Sunday Session	- £5,200pa (two feeds pw at £50 per session)
Wednesday Session	- £5,200pa (two feeds pw at £50 per session)
Outreach cost	- £5,200pa (two session pw at £50 per session)
Equipment purchase/repair	- £1,500pa
Total	- £26,400pa

The minimum level of designated funds should be no less than 6 months and no greater than 12 months running costs. Designated funds should be maintained at a level between £13,200 and £26,400.

Unrestricted Funds

Unrestricted funds are to cover areas of expenditure whose levels cannot be predicted. This covers costs such as financial assistance being provided to individuals or families or an unexpected cost for equipment purchase or repair over and above the levels agreed for designated Funds.

An amount of £5,000pa will be maintained to cover such costs.

Review of Cash Reserve

An initial level of cash reserve of between £13,200 and £26,400 should always look to be maintained.

The level of cash reserve could vary over time and a review should be conducted by trustees whenever there is a significant change in KEY's financial position or no less than once every 12 months.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Plans for future periods

Our plans for 2025 include looking to expand our existing services.

Structure, governance and management

The charity is a Charitable Incorporated Organisation governed by a constitution adopted on 6th April 2019 and updated on 20th March 2021.

KITCHEN FOR EVERYONE

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees who served during the year and up to the date of signature of the financial statements were:

Julie Rebbeck	Appointed 1 January 2020
Michael Fletcher	Appointed 1 January 2020
Danielle Parker-Rankine	Appointed 1 January 2020, resigned 1 December 2023
Sharron Fenny	Appointed 1 January 2020, resigned 1 May 2023
Marie Mortimer	Appointed 1 January 2020, resigned 1 December 2023
Sarah Duncan	Appointed 5 October 2022, resigned 1 March 2024
Sarah Robinson	Appointed 19 March 2024
Gemma Mackay	Appointed 7 October 2024

KEY became a registered charity from 6 January 2020. At outset ten trustees were appointed. Following resignations and appointment of new trustees there are now currently four active trustees (details are included within the constitution). Trustees are supplied with the essential trustee guidance provided by the Charity Commission.

The charity is a Charitable Incorporated Organisation based on the Foundation model.

Decisions are made either through meetings or in either written or electronic form.

Details of the decision making process:

(a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken.

The quorum is four charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

(b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.

Further detail around the decision making is included with the constitution under sections 13-15.

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

KITCHEN FOR EVERYONE

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees' report was approved by the Board of Trustees.

M Fletcher.....

Michael Fletcher

Trustee

Dated: 23 October 2024.....

KITCHEN FOR EVERYONE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF KITCHEN FOR EVERYONE

I report to the trustees on my examination of the financial statements of Kitchen for Everyone (the charity) for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Nigel Everard BA FCA

Hunter Gee Holroyd Chartered Accountants
Club Chambers
Museum Street
York
YO1 7DN

Dated:

KITCHEN FOR EVERYONE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted funds 2023 £	Unrestricted funds 2022 £
<u>Income from:</u>			
Donations and legacies	2	18,908	20,008
<u>Expenditure on:</u>			
Raising funds	3	690	2,422
Charitable activities	4	22,544	12,848
Total resources expended		23,234	15,270
Net (expenditure)/income for the year/ Net movement in funds		(4,326)	4,738
Fund balances at 1 January 2023		37,642	32,904
Fund balances at 31 December 2023		33,316	37,642

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

KITCHEN FOR EVERYONE

BALANCE SHEET AS AT 31 DECEMBER 2023

	Notes	2023 £	£	2022 £	£
Current assets					
Cash at bank and in hand		34,288		38,554	
Creditors: amounts falling due within one year	7	<u>(972)</u>		<u>(912)</u>	
Net current assets			<u>33,316</u>		<u>37,642</u>
Income funds					
General unrestricted funds			<u>33,316</u>		<u>37,642</u>
			<u>33,316</u>		<u>37,642</u>

The financial statements were approved by the Trustees on ..23 October 2024.....

M Fletcher.....
Michael Fletcher
Trustee

KITCHEN FOR EVERYONE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

Charity information

Kitchen for Everyone is a Charitable Incorporated Organisation.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are recognised in full in the year they are receivable.

KITCHEN FOR EVERYONE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

(Continued)

1.5 Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

2 Donations and legacies

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
Donations and gifts	18,908	20,008

KITCHEN FOR EVERYONE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

3 Raising funds

	Unrestricted funds general 2023 £	Unrestricted funds general 2022 £
<u>Fundraising and publicity</u>		
Other fundraising costs	690	2,422
	<u>690</u>	<u>2,422</u>

4 Charitable activities

	Charitable Expenditure 2023 £	Charitable Expenditure 2022 £
Food expenses	4,614	3,350
Service users - other purchases	19	2,133
Food bank donations	-	709
Clothing	494	443
	<u>5,127</u>	<u>6,635</u>
Share of support costs (see note 5)	16,122	5,000
Share of governance costs (see note 5)	1,295	1,213
	<u>22,544</u>	<u>12,848</u>

KITCHEN FOR EVERYONE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2023

5 Support costs

	Support costs	Governance costs	2023 Support costs	Governance costs	2022
	£	£	£	£	£
Advertising and marketing	120	-	120	130	130
Insurance	181	-	181	181	181
Rent	7,192	-	7,192	2,625	2,625
General expenses	7,897	-	7,897	1,835	1,835
Subscriptions	117	-	117	229	229
Cleaning	65	-	65	-	-
Repairs and maintenance	550	-	550	-	-
Xero fees	-	323	323	-	301
Accountancy fees	-	972	972	-	912
	<u>16,122</u>	<u>1,295</u>	<u>17,417</u>	<u>5,000</u>	<u>6,213</u>
Analysed between Charitable activities	<u>16,122</u>	<u>1,295</u>	<u>17,417</u>	<u>5,000</u>	<u>6,213</u>

Governance costs includes independent examiners fees of £972.

6 Trustees

Trustee work on a volunteer basis and no expenses were paid to trustees during 2023. Where payments were made direct to trustees it was to only to reimburse them for purchases of goods made to support the charity's activities.

7 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals and deferred income	<u>972</u>	<u>912</u>

8 Related party transactions

There were no disclosable related party transactions during the year.